

MARINE PLANNING & SCHEDULING SUPERVISOR

CLASS CONCEPT

This is supervisory and administrative work to centrally coordinate, manage, and prepare all vessel maintenance and repair schedules, specifications and reports, as well as materials and manpower planning for all Ferry vessels undergoing maintenance/repair work at the shipyard. Work is scheduled to meet U.S. Coast Guard established vessel maintenance schedules. Employee coordinates schedules with personnel throughout the Ferry Division and other agencies contracting with the shipyard in order to identify the nature of repair jobs and to prepare annual repair schedules. In order to manage this responsibility the employee calculates both estimated work hours and identifies the exact maintenance/repair jobs necessary. The employee is also responsible for ordering materials, preparing weekly status reports, and adjusting schedules to accommodate emergencies. The position's supervisory responsibilities include developing staff development training plans, overseeing trade crews in order to expedite work, ensuring vessel maintenance/repairs are completed as specified, and determining the overall effectiveness of the program.

Position reports to an Assistant Director in the Ferry Division.

RECRUITMENT STANDARDS

Knowledge, Skills, and Abilities

Working knowledge of maintenance requirements and repair procedures for vessels and the use of a wide variety of marine maintenance/repair equipment/tools.

Working knowledge of parts and inventory systems, purchasing procedures, and supply sources.

Ability to envision repair jobs and the sequence of tasks and materials necessary to complete maintenance/repair jobs, as well as necessary documentation.

Ability to evaluate the effectiveness of preventative maintenance programs and to recommend the necessary improvements.

Ability to effectively communicate using marine industry terminology and coordinate work efforts.

Ability to prepare written reports, graphs, and charts utilizing industry standard software.

Minimum Training and Experience Requirements

Graduation from high school and four years of progressive experience in inspecting marine vessels, writing maintenance specifications, and analyzing/scheduling vessel and marine repair work in a shipyard; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.